



**City of Hermosa Beach**  
1315 Valley Drive, Hermosa Beach, CA  
310.318-0203 - Fax 310.372-6186  
Email: [icastillo@hermosabch.org](mailto:icastillo@hermosabch.org)



Received By: CC  
Referred To: Fin  
Date Referred: 6/1/17

# Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney-client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): <u>Kyra Kocis</u>	Email: <u>Kyra@transparentCalifornia.com</u>
Address:	Phone:
City:	Fax:

**Record or Document Requested:**

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

See attached

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. Accepted method of payment: Cash or check. Credit card accepted in person only.

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**Signature**

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Date

**For Departmental Use Only:**

**Action Requested:**

**Action Taken:**  
 Document Reviewed  
 Copies Provided  
 Refusal/Reason

By \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_*Non-Existent Document*  
\_\_\_\_\_*Other (Please Explain)*

***For City Clerk's Use Only:***

**Date Requestor Notified** \_\_\_\_\_ **Notified By:** \_\_\_\_\_ **Date Picked Up or Mailed** \_\_\_\_\_

## Lizanne Castillo

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**From:** Elaine Doerfling  
**Sent:** Thursday, June 01, 2017 2:44 PM  
**To:** Lizanne Castillo  
**Subject:** FW: Public Records Request for 2016 Employee Compensation Report

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**From:** Kyra Kocis [mailto:[Kyra@TransparentCalifornia.com](mailto:Kyra@TransparentCalifornia.com)]  
**Sent:** Thursday, June 01, 2017 12:10 PM  
**To:** Elaine Doerfling  
**Subject:** Public Records Request for 2016 Employee Compensation Report

Good Afternoon,

I am requesting a copy of **Hermosa Beach's Employee Compensation Report for the 2016 year** under the provisions of California Govt. Code §§ 6250 - 6270, the California Public Records Act.

Most California agencies find it easiest to respond to this request by producing a copy of the State Controller's Office (SCO) report that includes **employee names**. Please provide a copy of the working report, or **any other combination of records**, that contains the compensation data found on the SCO report alongside employee names.

Alternatively, please provide copies of any other reports or records that contain information responsive to the purpose of this request: employee name in conjunction with their compensation data.

Please provide the requested materials or, per § 6253(c), a timeline along which they will be made available by, no later than **ten days** from the date of this request.

Per § 6253.9(a), we ask that you provide the records in an **Excel spreadsheet format**.

In an effort to standardize how this information is reported we are seeking the same categories of employee compensation that are found in the State Controller's Report. At a minimum, please include the following categories in your response:

- Employee Name
- Position/Job Title
- Annual Salary Minimum & Maximum
- Total Regular Pay
- Overtime Pay
- Other Pay (any additional forms of pay that are not reported in Regular Pay)
- Total Retirement & Health Cost (All forms of employer-paid retirement contributions, deferred compensation and health benefits)

In the event Hermosa Beach is not in possession of a record of this nature, we request copies of any record or records that contain information responsive to the purpose of this request - employee name in conjunction with their compensation data.

As a reminder, § 6253.1 instructs public agencies to "assist requester in finding records responsive to the purpose of the request."

Your jurisdiction's information will become part of the TransparentCalifornia.com website, which is provided to the public as a free service. The website is also intended to be a resource for public sector administrators, allowing easy comparisons across jurisdictions within the state for labor and other costs.

Please feel free to contact me with any questions that you might have.

Thank you.

Sincerely,  
Kyra Kocis  
Researcher, Transparent California  
7130 Placid St. Las Vegas, NV 89119  
Phone: 702.222.0642 F: 702.227.0927  
E-Mail: [Kyra@TransparentCalifornia.com](mailto:Kyra@TransparentCalifornia.com)